

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/17/16

CLOSING DATE: 08/24/16 (4:30 PM)

SCDC INTERNAL TITLE: DIV DIRECTOR - HR

SCDC POSITION #: 010164

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: HUMAN RESOURCES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: HUMAN RESOURCE DIR III

STATE JOB CLASS: AG28

PAY BAND/LEVEL: 09 C

BAND: 09 SALARY RANGE \$ 071982 - \$ 133179 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 077856 - \$ 098000 SCEIS POSITION #: 61016675

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND SIX (6) YEARS OF MANAGEMENT/SUPERVISORY EXPERIENCE IN HUMAN RESOURCES PROGRAMS; OR AN ASSOCIATES DEGREE AND EIGHT (8) YEARS OF MANAGEMENT/SUPERVISORY EXPERIENCE IN HUMAN RESOURCES PROGRAMS; OR A HIGH SCHOOL DIPLOMA AND TEN (10) YEARS OF MANAGEMENT/SUPERVISORY EXPERIENCE IN HUMAN RESOURCES PROGRAMS. PREFERRED QUALIFICATIONS: EXPERIENCE IN A HIGHLY COMPLEX HUMAN RESOURCES PROGRAM OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION, MANAGES ALL PROGRAMS FOR THE HUMAN RESOURCES DIVISION FOR A LARGE COMPLEX AGENCY WHICH CONSISTS OF 6212 AUTHORIZED FTE'S, OVER 200 TEMPORARY/TEMP GRANT POSITIONS STATE WIDE WHICH INCLUDES RECRUITING AND EMPLOYMENT, CLASSIFICATION AND COMPENSATION, EMPLOYEE RELATIONS AND BENEFITS, PAYROLL AND LEAVE AND EMPLOYEE DRUG TESTING. DIRECTLY SUPERVISES 4 EMPLOYEES AND THE INDIRECT SUPERVISION OF 42 EMPLOYEES. DIRECTLY RESPONSIBLE FOR THE ADMINISTRATION OF HR POLICIES, PROCEDURES, AND MISC. PROGRAMS, EMPLOYEE CONDUCT ISSUES, ATTENDS OPERATIONAL MEETINGS, NEW HIRE INITIATIVES COMPLETION OF PROJECTS ASSIGNED BY THE DEPUTY DIRECTOR OF ADMIN. ENSURE THE APPLICATION, SELECTION, AND RECRUITING PROCESS IS CONDUCTED WITHIN STATE AND AGENCY REGULATIONS AND POLICY. HIRES 1600 EMPLOYEES PER YEAR, TO INCLUDE PROMOTE/DEMOTE/REASSIGN 500 PER YEAR. ENSURE THE IMPLEMENTATION OF SCEIS, PAYOLL, IN ACCORDANCE WITH STATE REGS. ENSURE GROUP BENEFITS AND EMPLOYEE RELATIONS IS PROVIDED AS MANDATED.

COMMENTS:

RESUME MUST BE SUBMITTED